

## **2007 Annual Records Review Schedule**

Newer items appear in bold

- January
  - a. Corrected reports issued since September, 2006
  - b. Year 2006 Temperature Charts (BT lab-inside)
  - c. Equipment maintenance records from July 2006 – December 2006
  - d. Discuss possible QA study project for upcoming year.
- February
  - a. Send-out logs
  - b. Labs transmitting results electronically: Submit documentation verifying accurate transmission of electronic results.
  - c. Autoclave Attest records (NOTE: Infectious Disease Div w/ D. Borne)
  - d. New lot verification documentation for new lots verified since September 2006
  - e. Submit written proposal for QA Study project. (must be signed by Lab Director)
- March
  - a. Verification of automated or computer generated calculations and instrument downloads
  - b. Infectious Dis. Div – thermometer calibration (D. Borne)
  - c. Submit documentation of the semi-annual correlation of instruments, signed by Lab Director.
  - d. **Submit In-House PT results- STD Lab: (1) LGV (2) GC susceptibility (3) Pertussis Serology, PFGE Lab:Norovirus, TB Lab:Quantiferon, Enteric Lab: BAX**
- April
  - a. Temperature charts (BT Lab inside)
  - b. Review training checklist and records for new employees hired since October 2006
  - c. Submit SOP/manufacturer's insert comparison, QA .004.
- May
  - a. Send-out logs
  - b. Corrected reports issued since January 2007
  - c. Pipette calibration records for calibrations performed since November 2006
- June
  - a. Verbal Progress report on QA study project
  - b. New lot verification documentation for new lots verified since February 2007
  - c. Review progress of annual employee competency assessment program

- July
  - a. Submit Annual Competency assessment summary reports.
  - b. Autoclave Attest records (NOTE: Infectious Disease Div w/ D. Borne)
  - c. Temperature charts (BT inside)
  - d. Equipment maintenance records for January – June 2007
  - e. **Submit In-House PT results- STD Lab: (1) LGV (2) GC susceptibility (3) Pertussis Serology, PFGE Lab:Norovirus, TB Lab:Quantiferon, Enteric Lab: BAX**
  
- August
  - a. Send-out logs
  - b. Labs transmitting results electronically: Submit documentation verifying accurate transmission of electronic results
  - c. Make a **copy** of the problem log prior to the meeting. Bring the original problem log and the copy to the meeting. QA will use the copy to complete the annual assessment of problems across all of the labs.
  - d. HIV lab- submit July's pipette calibrations.
  
- September
  - a. Corrected reports issued since April, 2007
  - b. Verification of automated or computer generated calculations and instrument downloads
  - c. Submit copies of all types test reports so that QA can complete the Annual Review of Test Reports.
  - d. Submit documentation of the semi-annual correlation of instruments, signed by Lab Director.
  
- October
  - a. Temperature charts (BT lab inside)
  - b. Thermometer calibration records (excluding Inf. Dis. Div.)
  - c. New lot verification documentation for new lots verified since June 2007
  - d. Training checklist and records for new employees hired since April 2007
  
- November
  - a. Send-out logs
  - b. Pipette calibration records for calibrations performed since April 2007
  - c. **Submit In-House PT results- STD Lab: (1) LGV (2) GC susceptibility (3) Pertussis Serology, PFGE Lab:Norovirus, TB Lab:Quantiferon , Enteric Lab: BAX**
  - d. Submit Annual Review of SOP Inventory-attachment #4 from QA SOP .013
  
- December
  - a. Toxo lab/ Molecular Diagnostics: submit Annual Competency assessment summary reports

{ DATE \@ "M/d/yyyy" }